



## Release Notes

**Release Date: 13 June 2023**

To leave feedback, please email to [support@mywave.biz](mailto:support@mywave.biz)

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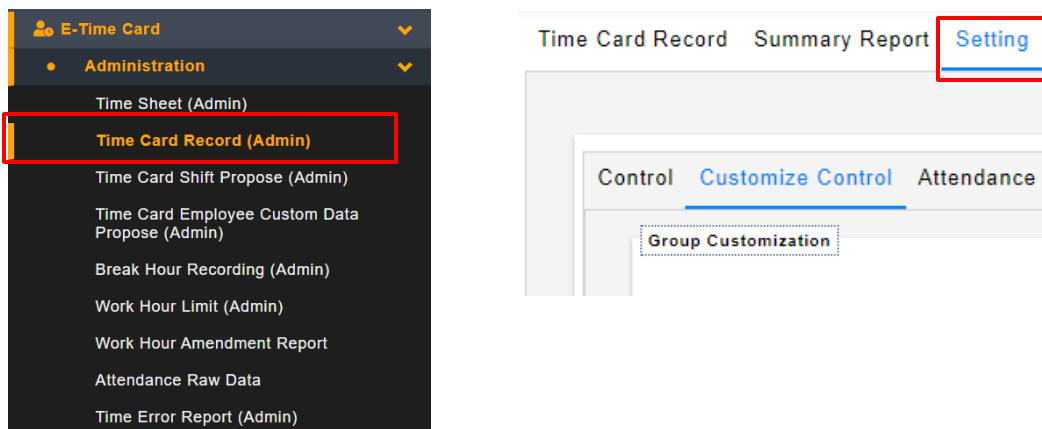
## Release Notes Summary

Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
<b>E-Time Card</b> <ul style="list-style-type: none"><li>• <b>Flexi Hour Customized Control</b> <i>New</i></li></ul>	Enhancement	–	√	–	√	–	–
<b>Overtime</b> <ul style="list-style-type: none"><li>• <b>Overtime Hour Amendment Log</b> <i>New</i></li></ul>	Enhancement	–	–	–	√	–	–

# E-Time Card

## Flexi Hour Customized Control <sup>New</sup>

Custom control for Flexi Hours is now available in EmplX system. This new enhancement is designed to provide enhanced flexibility and customization options for EmplX users. Admins can now setup customized Flexi Hour settings for either groups or individual employees. Users can access the customized control page by navigating to **Timecard Record (Admin)** on **E-Time Card**, selecting **Setting**, and then selecting the **customize control** pane.







Flexi Hours Customize Control is split into 2 sections: **Group Customization** and **Individual Customization**

## Group Customization:

Group Customization

Add

Start Date	End Date	Group according to	Setting	Action
Filter	Filter	Filter	Filter	
2023-05-10	2023-05-14	Department Data	Late In Buffer: 54 minutes Break Late In Buffer: 56 minutes...	 
2023-05-15	Onwards	Worker Type Data	Late In Buffer: 123 minutes Break Late In Buffer: 6 minutes...	 

Add Customization Group

Start Date \*

End Date \*

☐ No End Date

Group according to \*

Job Level

Select Grouping Type

Job Class

Job Level

Worker Type

Department

Calendar Shift

Job Title

Shift Clock

Job Level \*

Late In / Early Out Tracking

Incomplete Hour Tracking (IWH)

Add New Group

✓ Save

✗ Cancel

Group Customization allows admins to setup customized Flexi Hour settings for employees based on various groups which include **Job Class**, **Job Level**, **Worker Type**, **Department**, **Calendar Shift**, **Job Title** and **Shift Clock**. Admins are also able to set effective start and end date for each customized setting.

## Individual Customization:

Individual Customization

Filter Date From  Until 
Add

Status	Employee No.	Employee Name	Department	Supervisor	Start Date	End Date	Setting	Action
Active	00100777	Data	Data	Data	2023-05-01	2023-05-31	Late In Buffer: 345 minutes	

Show  entries  
Showing 1 to 1 of 1 entries

< 1 >

Individual Customization

Effective From :  To    
☐ No End Date

Setting  
Late In / Early Out Tracking ☐ OFF  
Incomplete Hour Tracking (IWH) ☐ OFF

Employee

Status	Employee No.	Employee Name	Hire Date	Department	Supervisor	Job Title	Job Level
Active							
<input type="checkbox"/> Active			2004-03-01				
<input type="checkbox"/> Active			2004-03-01				
<input type="checkbox"/> Resigned			2004-03-01				
<input type="checkbox"/> Resigned			2004-03-01				
<input type="checkbox"/> Active			2004-06-01				

Individual Customization differs from Group Customization in that it allows admins to setup Flexi Hour settings based on individual employees. Admins can also use Individual Customization to setup Flexi Hours for multiple employees at once. If an employee with individually customized Flexi Hour setting is included in a group with customized settings, the Individual Customization will override the group settings.

## Flexi Hour settings:

Job Level ▼

Late In / Early Out Tracking ON

Late In (Buffer) OFF  Minutes

Break Late In (Buffer) OFF  Minutes

Early Out (Buffer) OFF  Minutes

Break Early Out (Buffer) OFF  Minutes

Incomplete Hour Tracking (IWH) ON

Incomplete Hour with buffer  Minutes

Required to work during break for Half day leave ▼

Absent / Absent Half Day OFF

Absent Half Day when Total Hour(s) Less Than  Hour(s)

Absent Full Day when Work Hour Less Than  Hour(s)

Add New Group

Flexi hour settings for both Group and Individual Customization consists of Late In/Early Out tracking, which includes Late In, Early Out, Break Late In and Break Early Out buffers, and Incomplete Hour tracking.

## Automated Overlapping Date Calculation:

### Add Customization Group

The submitted date period **overlaps with the existing records**, adjustment will be made as shown in the table below.

Start Date	End Date	Group according to	Setting
2023-05-10	<del>2023-05-14</del> 2023-05-11	<u>Department</u> Data	Late In Buffer : 54 minutes Break Late In Buffer : 56 minutes
2023-05-12	2023-05-13	<u>Worker Type</u> Data	Late In Buffer : 234 minutes Early Out Buffer : 34 minutes
<del>2023-05-10</del> 2023-05-14	2023-05-14	<u>Department</u> Data	Late In Buffer : 54 minutes Break Late In Buffer : 56 minutes

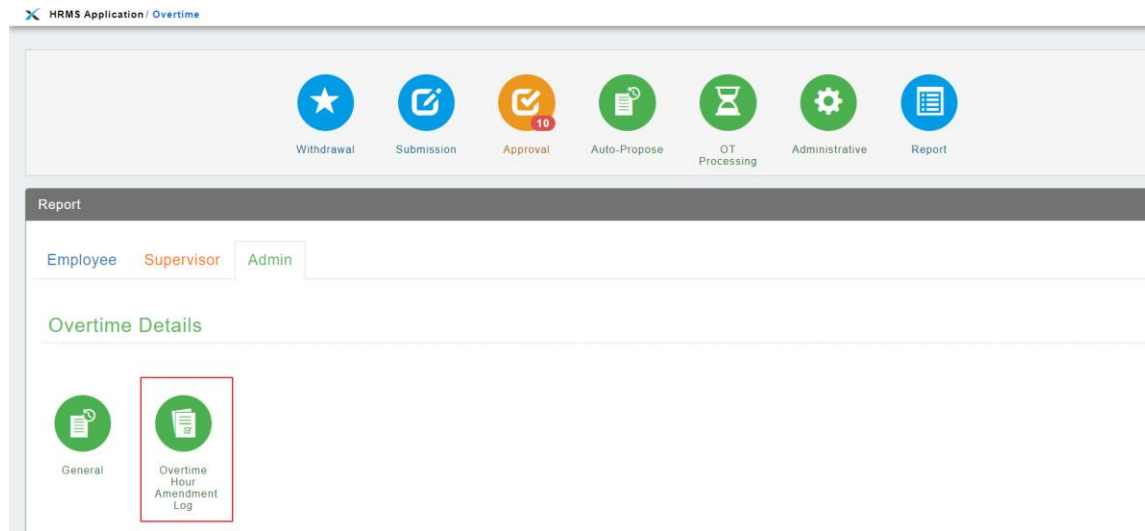
✓ Save
✕ Cancel

The system now intelligently handles overlapping dates when selecting start and end dates for flexi hour configurations. If a user selects a start and end date that overlaps with an existing entry, the system will automatically generate a new data entry to avoid date conflicts.



## Overtime Hour Amendment Log <sup>New</sup>

A new report, **Overtime Hour Amendment Log**, has been added to Overtime module. Admins can now view overtime records which have amended approval hours and the person that amended them.



Filter

Overtime Hour Amendment Log

Customize Columns

Export

Overtime Date Range: 2021-04-01 to 2023-06-01

Group By

Employee No.	Employee Name	OT ID	OT Date	Start Time	End Time	Amend Type	Change From (Minute)	Change To (Minute)	Modified by	Modified Date
		2140	2023-02-01	2023-02-01 16:00:00	2023-02-01 20:00:00	Approve Hour	240	300	System	2023-04-13 09:35:32.825
		2128	2023-03-24	2023-03-24 16:00:00	2023-03-24 20:00:00	Approve Hour	240	120		2023-04-03 11:49:46.274
		2136	2023-03-22	2023-03-22 16:00:00	2023-03-22 20:00:00	Approve Hour	240	120		2023-04-03 11:30:38.795
		2135	2023-03-21	2023-03-21 16:00:00	2023-03-21 20:00:00	Approve Hour	240	120		2023-04-03 11:30:38.795
		2134	2023-03-20	2023-03-20 16:00:00	2023-03-20 20:00:00	Approve Hour	240	120		2023-04-03 11:30:38.795
		289	2022-11-02	2022-11-02 16:00:00	2022-11-03 00:00:00	Approve Hour	240	210		2023-03-09 11:30:38.795

Show 10

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